

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

1 December 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING)(5-70)

DATES 11 - 16 January 1970 (Sunday
afternoon - Friday afternoon)

LOCATION

25X1A

OBJECTIVES

To increase individual effective-
ness on the job by providing
better understanding of planning
as a managerial skill and familiari-
zation with the Agency's overall
planning system.

FOR

Unit chiefs who have a need for
better understanding of planning
methods and processes.

Staff officers who provide planning
support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION

A one-week, residence (full-time)
course which provides a systematic
framework for managerial planning,
identifies and analyzes basic
styles of planning, covers
selected techniques useful in
planning, and provides an orienta-
tion on the Agency's overall
PPB system. Developed under con-

25X1A

active learning through pre-course
work, team problem-solving, and
case study. Formal lectures are
kept at a minimum.

SECRET

(Over, please)

GROUP 1
Excluded from automatic
downgrading and declassification

SECRET

PRECOURSE WORK Approximately 20 hours. Material to be sent out on or about Monday, 22 December 1969.

REGISTRATION Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by Wednesday, 17 December 1969. No substitutions to be made after that date because of extensive precourse work requirements.

TRAVEL ORDERS AND COST Responsibility of participating office.

ADDITIONAL INFORMATION On course content, call extension
[REDACTED] On registration, extension

25X1A